

Strategic Recruitment and Interviewing Techniques

Duration: 5 Days

Language: en

Course Code: PH1-117

Objective

Upon completion of this course, participants will be able to:

- Write accurate and inviting job descriptions with a clear purpose.
- Understand the budget restrictions and why first-class recruitment is key.
- Develop various types of communication skills to get the best out of candidates.
- Understand where to advertise specific roles to entice the best candidates.
- Develop relationships with other recruiters to share best practices.
- Use innovative interview techniques to get the best out of your candidates.
- Apply the right KPIs to your recruitment process to understand its effectiveness.
- Review competitor salaries and recruitment methods to make the most of your interview process.
- Factor in exit interviews to allow you to plan more comprehensively for the role in the future.

Audience

This course is designed for recruiters and HR professionals tasked with filling job roles with outstanding candidates who will perform well and stand the test of time. It would be most beneficial for:

- HR Professionals
- Business Owners
- Job Description Writers
- Bid Writers
- Recruitment Professionals
- Project Managers
- Operations Managers
- Team Leaders
- Supervisors
- Workforce Planning Personnel

Training Methodology

This course uses various adult learning techniques to aid full understanding and comprehension. Participants will review various interviews that they have undertaken and work together in group discussions to uncover the pros and cons of their current interview processes.
They will review videos and presentations to discover positive and negative interview techniques and understand what makes an interview successful. They will be provided with multiple activities, including recruitment advertising and writing job descriptions, before a mock interview is held, during which the participants will put their best communication skills to the test and evaluate each other's performance.

Summary

Recruitment is an essential part of any business. As a recruiter or business owner, it's important that you focus on the very best person for the job role to retain more staff and keep costs down. Performance management and training cost a lot of money for a business, so it's important that you get the best person the first time around to reduce these expenses.
The first step is understanding exactly what you expect from the job. Create a job description that focuses on the key areas of the role. This is especially important if it is a brand new role, as you need to fully understand the requirements, the need for the role and why it wasn't a role previously.
The next stage is to advertise successfully. Reaching out to the right target audience to attract the candidates you need is an art form.
You need to consider your interview techniques once you've invited qualified people to interview. Despite popular opinion, it isn't simply qualifications and experience that matter. Your working environment has a culture and values that your candidates need to fit seamlessly into. You must find the right communication methods and body language to make your candidates feel at ease and bring out their best.

Course Content & Outline

Section 1: Workforce Planning

- Why are you advertising the role?
- How to plan FTE and headcount based on workload.
- Forecasting based on previous quarters.
- Demand analysis and trend analysis.
- Ratio and scatter plots.
- Zero manning methodology and automation.
- Capturing data on job requirements.

Section 2: Recruitment Planning & Advertising

- Your planning stages.

- Researching a job role.
- Do qualifications matter?
- Writing a job description successfully.
- Review your competitors.
- The role of line management in recruitment.
- Using external recruitment services - the pros and cons.

Section 3: Budgeting, Processes & Approaches

- The types of budgets that you need to think about.
- Inter-departmental budgeting.
- Incremental and zero-based budgeting.
- Activity-based budgets.
- Is it worth spending more to get the right person?

Section 4:Candidate Assessments

- Assessment methods.
- Group assessments.
- Monitoring performance.
- Psychometric testing.
- Written assessments.
- Job fit and cultural assessments.

Section 5: Interviewing Techniques & Communication Skills

- Developing your communication skills.
- The different types of interviews.
- Analysing job roles.
- Qualitative and quantitative data.
- Asking the right questions.
- Questioning techniques.
- Steering open questions.

Section 6: Measuring Your Recruitment Effectiveness

- Internal vs. external recruitment effectiveness.
- Applicant response ratios.
- Candidate comparisons.
- Yield rates.
- Time to fill the role.
- Efficiency measures.
- Exit interviews and their usefulness for the future.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Administration & Secretarial, Management & Leadership

Tags

Human Resources, workforce, HR, Recruitment, interview, hiring, Candidate

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YouTube Video

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